

The Internet Society
on behalf of
The IETF Administrative Oversight Committee

REQUEST FOR PROPOSALS

for

Requirements Development for a Community Draft Tracking Tool

Date of Issuance: September 20, 2010
Proposal Submission Deadline: October 11, 2010 no later than 5:00 P.M. EDT

IETF Request for Proposals

Requirements Development for Community Draft Tracking Tool

The Internet Society (“ISOC”) on behalf of the IETF Administrative Oversight Committee (IAOC) is soliciting this Request for Proposals (“RFP”) to develop the requirements for a Community Draft Tracking Tool. Those submitting a Proposal (“Vendor”) shall do so in accordance with this RFP.

I. Introduction

The Internet Engineering Task Force (IETF) desires to provide tools to the community for tracking the progress of Internet Drafts.

II. Instructions and Procedures

A. Submissions

Proposals must be received via email at rpelletier@isoc.org no later than October 11, 2010 no later than 5:00 P.M. EDT.

Vendor assumes all risk and responsibility for submission of its Proposal by the above deadline. ISOC shall have no responsibility for non-receipt of Proposals due to network or system failures, outages, delays or other events beyond its reasonable control.

All Proposals shall become the property of the Internet Society.

B. Questions and Inquiries

Any inquiries regarding this RFP must be submitted in writing to the email address listed in II.A above. Other than such inquiries, Vendors are prohibited from contacting any person or institution involved in the selection process concerning this RFP.

All questions/inquiries must be submitted in writing and must be received no later than midnight EDT on September 27, 2010.

Responses to questions and inquiries shall be posted on the IAOC website, iaoc.ietf.org/rfprsrfis.html by midnight EDT on October 4, 2010.

C. Addenda and Updates

Any addenda and updates to this RFP shall be posted on the IAOC website, iaoc.ietf.org/rfprsrfis.html. Each Vendor is responsible for checking the IAOC website prior to submission of any Proposal to ensure that it has complied with all addenda and updates to this RFP.

D. Selection Criteria

Each Proposal must specifically address each of the selection criteria listed in Section III below in a format corresponding to this RFP. Each Proposal should also be accompanied by any technical or product literature that the Vendor wishes the IAOC and the Internet Society to consider.

The IAOC, on behalf of Internet Society, shall select from among those submitting proposals those Vendors which in its discretion are the most qualified to perform the work.

E. Cancellation; Rejection

The Internet Society reserves the right to cancel this RFP, in whole or in part, at any time. The IAOC may reject any or all Proposals received in response to this RFP in its sole discretion. The Internet Society makes no guarantee or commitment to purchase, license or procure any goods or services resulting from this RFP.

F. Costs and Expenses

Each Vendor is responsible for its own costs and expenses involved in preparing and submitting its Proposal and any supplemental information requested by the IAOC. The Internet Society shall not reimburse any such costs or expenses.

G. Public Information

The IETF is a community committed to transparency in the manner in which it conducts its operations. Accordingly, the following principles will apply to the Proposal and negotiations:

The names of all Vendors submitting Proposals may be announced publicly, but the Proposals and individual negotiations with Vendors will not be publicly announced.

Any Agreement negotiated with a Vendor, excluding cost, will be made public after execution.

H. Intellectual Property Rights

All work performed, all software and other materials developed by the Vendor under the Agreement, shall be “works for hire” and shall be owned exclusively by the IETF Trust, and the Vendor shall not obtain or retain any rights or licenses from any work.

I. Relationships

Describe any relationship between your company, or any parent, subsidiary or related company, or any director or officer of any of them, with the Internet Society, IAOC, IETF or the IETF Trust, or any employee, director, officer or consultant of any of them.

III. Selection

A. Selection Procedure

1. The IAOC will or will cause the review and evaluation of each proposal to determine if the Vendor is qualified.
2. The IAOC will contact references.
3. The IAOC will conduct interviews and may require oral presentations.
4. Requests for clarity may be made of the Vendor.
5. Qualified Vendor will be notified of their selection for advancement to the negotiation phase by October 15, 2010.

B. Selection Criteria as Judged by the IAOC

The IAOC must have confidence in the Vendor - its qualifications, experience, capabilities, personnel, timely performance, and professionalism. To that end the IAOC will evaluate the following to inform its decision:

1. Vendor Qualifications and Experience performing similar services
2. Key Personnel qualifications
3. Vendor Ability to Meet Requirements
4. Proposal as a reflection of the Vendor's understanding of the Supported Organizations, their processes, culture, and the scope of work and methodologies
5. Oral presentation, if conducted.
6. Cost to furnish the services in USD. (Note: The lowest cost offer will not necessarily be awarded a contract.)

IV. Proposal Format

A. Proposal Submissions

Proposals shall be submitted using the following format:

1. Transmittal letter with signature of authorized representative
2. Executive Summary
3. Table of Contents
4. Experience, Qualifications and Accomplishments
5. Key Personnel
6. Cost
7. References (Two references attesting to performance)
8. Resumes of Key Personnel
9. Subcontractor Information (if any)
10. Assumptions
11. IPR (if any)
12. Relationships
13. Miscellaneous Information

Statement of work

Background

The primary goal of this project is to develop consensus on a set of requirements for extending the Data Tracker to give individual IETF community members, including IETF leadership, easy methods for tracking the progress of the Internet Drafts (I-Ds) of interest to them. The tools that will eventually be provided to individuals in the community include the ability to create one or more (possibly large) lists of I-Ds that they want to follow; the ability to get notifications when individual drafts from a list changes state; the ability to see all of the state changes that have occurred on all the drafts in a list over a specified range of dates; the ability to set the granularity of the changes (such as "every change", "just approvals and publication", and so on); the ability to organize their views of a list in many fashions that would be useful to different types of community members; and the ability to share and merge lists with other community members.

Because there many different types of community members, there needs to be a significant amount of outreach when creating these requirements. This outreach includes a separate mailing list for discussion, a face-to-face BoF at IETF 79 in Beijing, virtual meetings after IETF 79, and directed communications with specific communities such as the I* groups, WG chairs, and SDOs with whom the IETF has liaison relationships. The expected outcome is requirements for multiple methods for an individual to interact with the system that will eventually be deployed.

One or more of this project's deliverables may be used to issue a subsequent RFP for the design and development of these enhancements to the Data Tracker. The community engagement process to be used for this project shall be in accordance with normal IETF working methods and expectations. These include participation in IETF meetings and e-mail discussions, off-line chats, and the creation of one or more I-Ds for review and comment by stakeholders and the community.

Deliverables / Tasks

1. The Vendor shall create a wiki page with at least a skeleton of requirements by October 22, 2010. The Vendor will coordinate with the IAD to create an IETF mailing list for the discussion of the draft(s) before October 22, 2010.
2. The Vendor will participate in IETF 79 in Beijing, China. The Vendor will coordinate with the IETF Chair before the meeting to schedule a BoF session at IETF 79. The Vendor will attend IETF 79 all week to participate in hallway discussions of the drafts.
3. The vendor will revise the draft(s) after IETF 79 based on community input. The Vendor may hold virtual interim BoF meetings if deemed appropriate.

4. The last deliverable will be the submission of community consensus draft or drafts by March 1, 2011.